



FOREIGN AFFAIRS MANUAL

VOLUME 6 – General Services

Transmittal Letter: GS-56

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SUBCHAPTER 6 FAM 1030 DIPLOMATIC RECEPTION ROOMS

MAJOR CHANGES

1. This subchapter 6 FAM 1030, *Diplomatic Reception Rooms*, has been updated to reflect the policy, responsibility, and requirements for use of these Rooms.
2. The 6 FAM 1035 Exhibit 1035A, *Sample Text of Reservation Request*, has also been amended.
3. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of the old subchapter 6 FAM 1030, as well as 6 FAM 1035 Exhibit 1035A only (issued under TL:GS-54, dated 04-15-98; 8 pages total), and replace it with the attached revised subchapter 1030 and Exhibit 1035A (8 pages total). **Do not remove 6 FAM 1035 Exhibit 1035B.**
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:GS-56, and initial.

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3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/OPR/FMSS/GS)